

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-3-2	Effective Date: July 1, 2005	Version: 1.0
<b>POLICY TITLE: ETHICS</b>		
<b>OVERVIEW:</b> All state employees will abide by the ethics established by the Indiana State Ethics Commission. Employees and certain contract employees will receive regular ethics training. Violation of state ethics is a serious matter that can result in termination of employment.		

## I. DEFINITIONS

- a. None.

## II. REFERENCES

- a. [IC 4-2-6](#)
- b. [IAC 40-2](#)
- c. [Bluebook Guide to Indiana State Ethics Laws](#)
- d. [DCS Suspicious Activity and Fraud Reporting](#)

## III. POLICY

- a. State Ethics Commission statutes and rules govern all DCS employees.
- b. All DCS employees must complete training on State ethics requirements during their initial orientation.
- c. All contractors will complete training regarding State ethics requirements on the first day of work following the beginning of a contract if the contractor will work more than thirty (30) hours a week for more than twenty-six (26) weeks during any one (1) fiscal or calendar year.
- d. All DCS employees are required to receive ethics retraining every two (2) years. An employee's supervisor is responsible for tracking this information.
- e. All employees have a responsibility to report suspected or real ethical violations to a supervisor, the [DCS Ethics Officer](#) or the State Ethics Commission.
- f. There is to be no retaliation, intimidation or harassment of an employee who reports real or perceived ethical violations in good faith to a supervisor, the DCS Ethics Officer or the State Ethics Commission.
- g. It is the responsibility of all employees to contact their supervisor, the DCS Ethics Officer or the State Ethics Commission whenever questions of ethics arise.
- h. Violation of ethics statutes and rules may result in disciplinary action up to and including fines and termination of employment. Because statutes and rules are law, violation may also result in legal consequences.

## IV. PROCEDURE

- a. It is the responsibility of managers or supervisors to track and ensure that employees are current on ethics training. Documentation of completed ethics training will be kept in the [employee's reference file](#).
- b. Employees and contractors may register for and attend [ethics training](#) or they may complete an [online training](#) tutorial.

- c. Employees who suspect or know of ethics violations should follow the reporting procedure outlined in the [DCS Suspicious Activity Policy](#).

**V. FORMS**

- a. None.

APPROVED 06/08/05  
James W. Payne, Director  
Department of Child Services

A signed copy is on file.